



**ELM STREET HISTORIC DISTRICT COMMISSION**  
**Permit Application**

Applicant should first file a Zoning Form with the Building Commissioner's Office to see if this Application is required.

**I. General Information**

**Applicant** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**Property Owner** \_\_\_\_\_

(if different from above)

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**Building Address/ Location** \_\_\_\_\_

Assessor's Zoning Map # \_\_\_\_\_ Parcel # \_\_\_\_\_

Deed/Property recorded in Hampshire County Registry of Deeds:

Book: \_\_\_\_\_ Page: \_\_\_\_\_

**II. Purpose**

Except for exempted activities described in Section 26-5 of the City Ordinance Chapter 26, no building or structure within the Elm Street Historic District shall be constructed, demolished or altered in any way that affects exterior architectural features without the appropriate permit from the Elm Street Historic District Commission.

Applicants proposing non-exempted activities must supply the required submission materials and proceed to a Public Hearing to obtain a Certificate of Appropriateness or a Certificate of Hardship.

**III. Project Description**

( ) New Construction

( ) Demolition / Removal

( ) Addition

( ) Alteration

Describe nature of project:

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#### IV. Permit Process

**First**, the Applicant should **file a Zoning Form** with the Building Commissioner's Office. If the Commissioner determines that the project is not exempt, the Applicant shall complete this form and supply the required application materials. A completed application will consist of nine (9) collated copies of **all** information, including the Zoning Form and Application Checklist, signed and dated from the Building Commissioner's Office. The application should be taken to the City Clerk's Office in City Hall. The City Clerk will date stamp the application. The remaining copies shall then be submitted to the Office of Planning & Development. The public notification and permit issuance time line requirements contained in M.G.L. Chapter 40C will be activated. **A filing fee (made payable to the City of Northampton) of \$200 is required at this time.**

The Elm Street Historic District Commission meets as necessary. **No hearing will be scheduled until a complete application package and filing fee has been received.** If your project also requires a permit from the Planning Board or Zoning Board, a joint meeting can be scheduled for the same night. If a joint meeting is scheduled, separate applications are required for each permit. ( Only one fee is required if they are filed at the same time. )

#### V. Required Submission Materials

- ∇ Site Plan  
Site plan showing existing location and dimensions of buildings and structures and the changes proposed. Plan sheets shall be no larger than 11 x 17 inches.
- ∇ Scaled Plans of Proposed Activity  
Details of the building project drawn to scale, including notations showing materials to be used. Floor plans are useful for understanding exterior design intent. Plans shall depict proposed alterations, renovations or new construction sufficient to show all aspects being affected.
- ∇ Information on Exterior Materials to be Removed/Altered/Applied  
In addition to notations on drawings, written specifications for materials shall be included. Catalog cuts in lieu of drawings may be submitted to show manufactured products such as windows, doors and light fixtures. Material samples and product literature may be requested.
- ∇ Photographs of Existing Conditions  
Photographs shall depict the building in streetscape context and show specific details of affected building components. Photographs should include all elevations visible from a public way; Elm Street and any relevant side streets.
- ∇ Other Visual Representations  
Renderings, photographic or computer simulations depicting area context and detail sufficient to show all aspects considered in this review are encouraged.

## VI. Review Criteria

In considering a request for a Certificate of Appropriateness, the Commission shall consider the factors listed in Section 26 of the Northampton City Ordinances, as well as those contained in Mass. General Laws Chapter 40C. The primary considerations are to insure that projects respect the character of the district by accomplishing the following:

- Construction design, building alignment, setback, height and articulation are consistent or compatible with traditional patterns of surrounding buildings
- High quality views of architecturally significant buildings are preserved
- Exterior or facade changes to buildings that would damage historic features or are not readily reversible are avoided

The Commission may utilize in its review, The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings published by the U.S. Department of the Interior and various design review and technical publications.

**After the Hearing:** Once the Determination is issued, the Office of Planning & Development will file it with the City Clerk's office. This will start the required twenty (20) day appeal period. Once the appeal period passes, (without an appeal being filed) the **Applicant must pick up a Certified copy of the Determination from the City Clerk's office and record it at the Registry of Deeds. The permit is not valid until the Determination is recorded at the Registry of Deeds.**

## VII. Appeals

Any person aggrieved by a determination of the Commission may, within twenty days after the filing of the decision notice with the City Clerk, file a written request with the Commission for a review by a designee of the Pioneer Valley Regional Planning Commission. The Planning Commission's designee's finding shall be filed with the City Clerk within forty -five days after the request and shall be binding on the Applicant and the Commission, unless a further appeal is sought in Superior Court, as provided in M.G.L. Chapter 40C.

**Steps      *See separate sheet for description of Applicant responsibilities in this process.***

- Questions can be addressed by calling the Office of Planning and Development at 587-1288.

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

- Owners Signature is required or letter from the Owner authorizing the Applicant to sign on their behalf.

***By signing, the Owner or Applicant certifies that the information contained herein is true and accurate to the best of their knowledge; the above signed Owner/Applicant grants the Commission and its agents permission to enter the property to review the work scope of this application; and they understand all documents will be entered into the public record and available on the internet.***

## Elm Street Historic District Commission – Certificate of Non-Applicability

To Be Filled out by Staff:

### 1. General Information

**Applicant** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**Property Owner** \_\_\_\_\_

(if different from applicant)

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**Building Address** \_\_\_\_\_

Assessor/Zoning Map# \_\_\_\_\_ Parcel \_\_\_\_\_

Property Deed recorded in Hampshire County Registry of Deeds:

Book : \_\_\_\_\_ Page : \_\_\_\_\_

### 2. Description of Project

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### **Certificate of Non-Applicability:**

Applicant appeared before the Elm Street Historic District Commission or had a meeting with the Commission's designee on \_\_\_\_\_. Based on the information presented, the designee/members made the determination that this project is exempt from further review according to Section 26-5 and 26-6 of the Ordinance of the City of Northampton.

Comments:

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Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ELM STREET HISTORIC DISTRICT COMMISSION

### Application Process

#### ***Prior to the Public Hearing:***

1. **File a Zoning Form** with the Building Commissioner's Office (212 Main Street, Municipal Building Lower Level, behind City Hall). The Building Commissioner will determine if the work proposed requires review by the Commission. If the proposed work is not exempt from review, an application and public hearing are required. Assistance with the application is available from the Office of Planning & Development.  
\* Peg Keller/587-1288.
2. **Complete the application.** Provide 9 copies of all required materials, photographs and plans, including the Zoning Form/Application Checklist from the Building Commissioner's Office.
3. **Go to the City Clerk's Office** (1<sup>st</sup> floor City Hall, 210 Main Street/ open from 8:30 a.m. to 4:30 p.m.) The City Clerk will keep the original and date stamp one complete copy of the application.
4. **Go to the Office of Planning & Development** (2<sup>nd</sup> floor City Hall).  
File these remaining copies with a **filing fee** of \$200.00. Checks should be made payable to the City of Northampton.
5. Once an application has been received, staff will review it to determine if it is complete. If complete, a **public hearing will be scheduled** within 30 days. A legal ad must run in the local newspaper for two successive weeks prior to the hearing date.
6. Staff will notify you regarding the date and time of the public hearing and place the notice in the newspaper.
7. **Notification of Your Abutters :** There is a requirement that abutters within 100 feet of your property be notified about the activity being proposed. Please provide the Planning Office with 2 (two) **separate** sets (separate each set with a rubber band) of stamped envelopes addressed to each abutter, including one for the Owner and/or the Owner's designee. Both sets need to include the return address of the Planning Department, 210 Main Street, Northampton 01060. One set will be mailed out informing abutters about the time and date of the public hearing; the second will be to inform them about the decision that was made and the 20 day appeal period. **The notices will be sent out by the Planning Office.**
8. Abutters lists can be obtained from the Planning Department's website: [www.northamptonma.gov/opd/](http://www.northamptonma.gov/opd/) The list can be accessed from either the public computer terminal at City Hall (outside the Planning Office) or on line from personal home computers. Please provide a copy of the abutter's list and indicate the total number being sent at the top of the list. (to assist the Planning Office with making notification copies).
9. **Go to the Public Hearing :** The Applicant (Property Owner or their designee), must be present at the public hearing.

***I.     At the Public Hearing:***

10. **Presentation at the Public Hearing :** The Applicant (Property Owner or their designee) will be asked by the Chair of the Commission to describe the nature of the work and show drawings, photographs and proposed materials, as necessary. Questions will be taken from interested attendees and Commission members. Public hearings are usually concluded that same evening, unless continued for additional information.

***After the Public Hearing:***

11. Once the public hearing is concluded, the Commission has 30 days to issue a Certificate of Appropriateness or deny the application. If the application is going to be denied, the Applicant must be notified of the reasons for that action. The Applicant then has 14 days to submit a written modification. If the reasons are addressed satisfactorily, a Certificate of Appropriateness shall be issued. (The Commission usually makes a decision immediately after the public hearing is closed.)
12. Within a few days after the decision is made, the Office of Planning & Development will file the decision notice/Certificate of Appropriateness with the City Clerk. The day of the filing begins the 20 day appeal period. At that time, the decision notice will be sent to the abutters by the Planning Office in the second set of envelopes provided by the Applicant.
13. **Go back to the City Clerk's Office:** After the close of the appeal period, (any time after the 21<sup>st</sup> day) the Applicant shall go to the City Clerk's Office (first floor City Hall) and get a certified Determination verifying that no appeal has been filed.
14. **Go to the Hampshire County Registry of Deeds** at 33 King Street:  
The **Applicant** must take that Determination from the City Clerk to the Hampshire County Registry of Deeds and have it recorded.
15. **Go back to the Building Commissioner's Office:** The Applicant shall take proof from the Registry that the Determination has been recorded, to the Building Commissioner's Office.  
**This is the Applicant's responsibility and no permit to begin the work will be issued until that proof is received.**

Work may commence upon receipt of any additional permits that may be required by or from the Building Commissioner's Office.